

CITY OF BURBANK

RECYCLING SPECIALIST

DEFINITION

Under direction, develops, implements and monitors the City's recycling program; and performs related work as required.

ESSENTIAL FUNCTIONS

Coordinates multi-family and residential family recycling programs; performs research and evaluation for municipal recycling and environmental issues; plans develops and implements private and public sector recycling projects; conducts grant fund research and prepares applications; develops and presents community awareness programs to individuals, schools, businesses, and community groups; maintains and reports program statistics; handles citizen complaints and inquiries; works with contractors to insure compliance with terms and conditions of contracts; prepares bids and agreements for recycling services; and conducts waste audits; drives on City business.

MINIMUM QUALIFICATIONS

Employment Standards:

- Knowledge of - the goals of a municipal recycling program; laws, ordinances and practices affecting recycling programs.
- Ability to - prepare statistical reports and communicate effectively both orally and in writing; establish and maintain effective working relationships with supervisors, contractors, community groups, fellow employees, and the public.

Education/Training: Any combination of education and/or experience that has provided the knowledge, skills, and abilities necessary for acceptable job performance as determined by the City. Example combination includes, but is not limited to one year of experience in the administration, development, or implementation of a municipal recycling program, six months of which shall be related to recycling and graduation from an accredited four-year college with major work in business administration, public administration, environmental studies, or a closely related field.

License & Certificates: A valid California Class "C" driver's license or equivalent at time of appointment.

SUPPLEMENTAL INFORMATION

None.